

Official Record Copy
Office of Personnel

OP MEMORANDUM NO. 20-2-12

17 February 1984

OFFICE OF PERSONNEL MEMORANDUM

SUBJECT: Procedures for Completion of Trial Period Actions

REFERENCE: a)
b) OPM 20-2-10, 9 February 1982

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RESCISSION: OPM 20-2-9, 21 December 1979

1. The Agency's upgraded program to screen employees as they near the end of their trial periods began in January 1980. The determination as to whether or not employees should be retained beyond their trial periods involves the efforts of supervisors, Career Services, and the Offices of Personnel, Medical Services, and Security.

2. In light of some of the problems encountered in the recent past, we have reviewed and subsequently revised the procedures for accomplishing the transition from trial period status. The only major revision is that Form 1152, Request for Personnel Action, now will be forwarded to the Special Activities Staff (SAS) for approval.

3. Effective immediately, the following procedures apply to the completion of trial period transactions:

- A. The Information and Analysis Branch, Information Division, Office of Personnel (I&AB/OP) will distribute machine listings of employees who have eight months remaining of their trial periods to the appropriate Career Services for distribution to their component Personnel Offices. End of trial period rosters also will be provided to the Offices of Medical Services (OMS) and Security (OS) in accordance with individual arrangements with those offices.
- B. The Career Services will certify to the C/SAS/OP, within 60 days of the receipt of the machine listing, which of their trial period employees have performed satisfactorily. The Career Services will also certify that the required Performance Appraisal Reports (PARs) have been completed on these individuals.

- (1) The decision on the quality of each employee's performance will be made by his/her Career Service Board or its equivalent and will be reported in a brief statement of certification on the machine listing.
- (2) If the Career Service is unable to make a positive certification on an employee (i.e., an employee's performance is determined to be unsatisfactory; or, a clear-cut judgment cannot be made at this point), a notation to that effect will be made on the listing. Further action in these cases will be required in consultation with C/SAS/OP.

NOTE: Although the Career Service review will be completed six months before the end of the trial period, the Career Services have a responsibility to continue to monitor their trial period employees until their trial periods are completed. In cases where a positive certification was made in accordance with these procedures and the trial period employee's performance deteriorates or becomes unsatisfactory, the component Personnel Officer is responsible for notifying C/SAS/OP of the circumstances of the case.

- C. The Office of Security (OS) will coordinate all security-related aspects of the screening process. Using the machine listing, OS will obtain updated Personal History Statements and Information Release Forms directly from trial period employees. OS will schedule and administer appropriate security processing. When feasible, OS will report the results in writing to C/SAS/OP not later than two months before the end of an employee's trial period.
- D. The Office of Medical Services (OMS) will use the machine listing to conduct a review of each employee's medical records. The results of those reviews will be forwarded to C/SAS/OP not later than two months before the end of each employee's trial period.
- E. The C/SAS/OP will review the reports from the Career Services, OS and OMS and determine the need for any further action.

When any one of the reviewing components is unable to make a positive certification for a particular employee, SAS/OP will schedule that case for review by the Personnel Evaluation Board (PEB).

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- F. Unless SAS/OP advises a component prior to the completion of the trial period that a particular employee is not certified, component Personnel Officers will submit the Form 1152, Request for Personnel Action, to SAS/OP immediately upon expiration of the trial period. The Form 1152 will be approved and signed by SAS only when certifications from all three reviewing components or the PEB are positive.
- G. The Form 1150, Notification of Personnel Action, will be distributed to component Personnel Officers in accordance with standard procedures for processing personnel actions and will serve as notification to the employee of his or her successful completion of the trial period.

3. It is important that component Personnel Officers carefully monitor this process, especially during the final months after the Career Service reviews have been completed, to ensure that proper action is being taken. SAS/OP should be contacted to discuss any aspect of this process, or any existing or potential problems.



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